



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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**ADMINISTRATION COMMITTEE**

February 10, 2010  
MINUTES

**Attendance**

Chair Bates called the meeting to order at approximately 9:39 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, Kinsey and Sartipi. Other commissioners present were: Haggerty, Tissier, Chu, Giaccoppini, Halsted, Lempert, Mackenzie, Rein-Worth, Rubin, Sperling and Yeager.

**CONSENT**

**Minutes**

The Committee received and approved as written the meeting minutes of January 13, 2010.

**Monthly Financial Statements**

The Committee received the following monthly financial reports for the month of December: Operating Income through December 2009; Report of Operating Expenditures for FY 2009-10 through December 2010; Report of Capital Projects for FY 2009-10 through December 2009; FY 2009-10 Contract Services Disbursement Report for December 2009. For the month of December 2009, the monthly financial report listed nine (9) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through December 2009.

**INVESTMENT REPORT**

The Committee received the Investment Reports for the month of December 2009.

**Contract StreetSaver® Training and Guidance Services: Nichols Consulting Engineers, Chtd.**

The Committee authorized the Executive Director or his designee to negotiate and enter into a two-year contract with Nichols Consulting Engineers for StreetSaver® training and guidance services with the option on the part of MTC of two 2-year extensions and the Chief Financial Officer was directed to set aside funds, \$180,000 in FY 2009-10 and \$180,000 in FY 2010-11 (subject of funding approval) for such contract.

**CONSENT – Continued**

**Contract Amendment: 2010 Freeway Congestion Monitoring: Kimley-Horn and Associates, Inc.**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Kimley-Horn and Associates, Inc. for the collection and analysis of freeway congestion data in 2010, and the Chief Financial Officer was directed to set aside funds in the amount of \$100,000 for said amendment.

**Contracts: Pavement Management Technical Assistance Program (P-TAP) Round 11**

- i. Adhara Systems, San Jose, CA (\$184,508)
- ii. Associated Engineering Consultants, Redding, CA (\$89,520)
- iii. AMS Consulting, Pleasanton, CA (\$225,511)
- iv. Capital Asset & Pavement Services, Salem, OR (\$270,650)
- v. Harris & Associates, Concord, CA (\$294,127)
- vi. Pavement Engineering Inc., Petaluma, CA (\$283,790)

The Committee authorized the Executive Director or his designee to negotiate and enter into contracts with each of the above firms for Round 11 of the Pavement Management Technical Assistance Program in the maximum amounts as listed above and the Chief Financial Officer was directed to set aside funds up to \$1,734,446 in FY 2009-10 for such contracts, subject to FHWA approval for federal funds.

**Purchase Order: Project-Based Temporary Staffing Services: International Program Services (IPS)**

The Committee authorized the Executive Director or his designee to issue a purchase order to IPS to provide project-based temporary staffing services and the Chief Financial Officer was directed to set aside \$100,000 in FY 2009-10 funds for such purchase order.

**Resolution No. 3941 – Closeout of CalPERS Other Post Employment Benefits (OPEB) Trust Program**

The Committee referred MTC Resolution No. 3941 to the Commission, allowing MTC to close out its Other Post Employment Benefits (OPEB) trust account through CalPERS. MTC is a contracting agency under the Public Employees' Medical and Hospital Care Act (PEMHCA) administered by CalPERS and desires to closeout the OPEB trust account per the terms and conditions set by CalPERS. MTC will transfer the balance in the CalPERS OPEB trust to another qualified OPEB trust account.

**Contract – Alameda-Contra Costa Transit District (AC Transit) Financial Review: Nancy Whelan Consulting**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Nancy Whelan Consulting to conduct a comprehensive financial review of AC Transit and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract.

**OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 9:40 a.m. The next Committee meeting date will be on March 10, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.